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**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**

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JOB VACANCY

March 12, 2004

OPEN TO: All Interested Candidates

POSITION: **ACCOUNTING TECHNICIAN (A53223)**

CLOSING DATE: **Monday, March 29, 2004**

WORK SCHEDULE: Full time; 40 hours/week

SALARY: FSN/MOH/OR – LCP/FSN-7
EFM/NOR – FP Scale = FP-7

If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.

- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Vacante”.

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Accounting Technician in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION

The incumbent is fully responsible of gathering workload counts of 32 type of services provided by administrative sections to 43 agencies at post. Monitors, tracks and records recurrent ICASS (International Cooperative Administrative Support Services) obligations of utilities and payroll.

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent is also responsible for consolidating by item the service workload counts, this being the main supporting document used by the Budget Analyst to prepare the distribution of administrative costs among participating ICASS agencies. This important and accurate document processed by the incumbent is not only used for the budget preparation but also for justification and further discussion between agencies and the administrative service providers.
2. Maintains control and provides reports regarding historic data used to justify obligations requirement for recurrent payments.
3. Updates payroll reports of Americans and Locally Engaged Staff (LES) for budget purposes.
4. Processes Journal Vouchers to charge services to agencies for accounting purposes.
5. Performs back-up duties in several responsibilities of the ICASS budget such as: Maintains obligations control and accountability of ICASS operating allowance, while the ICASS Budget Analyst is on leave. As well as Financial Assistants responsible for budget allocation and allotment accounting functions for State Department.
6. Performs other duties as assigned by the Financial Management Officer (FMO) and/or Senior Financial Specialist FSN-11.

MINIMUM QUALIFICATIONS

Note: Candidates who do not meet these minimum qualifications will not be considered.

- A. Education: University degree in accounting or other financial-related area is required.
- B. Prior Work Experience: Two years of experience in one or more aspects of accounting is required.
- C. Knowledge: Familiarity with management, accounting structures and procedures of financial operations.
- D. Language Proficiency: Level III English (good working knowledge) is required. Level IV Spanish is required.
- E. Skills and Abilities: Excellent skills in the used of computers, typewriter, calculator to support accounting operation. Must have excellent interpersonal relationship skills.

DESIRED QUALIFICATIONS BUT NOT REQUIRED

- Knowledge: Thorough knowledge of some ICASS FAMS and Standardized regulations and manuals, procedures and other formal guidance related to financial operations of supported agencies.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a Temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Eligible Family Member (EFM)**: US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH)**: Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR)**: Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN)**: A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE
OR EMBASSY RECEPTIONIST BY: 03/29/04**

DISTRIBUTION: "BB"
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